15. Enter a Blanket Purchase Agreement - Call

15.1 Introduction

This procedure describes the process to enter a BPA Call in CSPS. A BPA Call can be entered one of two ways:

Method 1: The buyer enters the BPA Call via the CSPS screens: Purchase Order Preview Screen (FMR041) and The Purchase Order Screen (FM041).

Method 2: The requisitioner enters a purchase request via the CSPS screen The Purchase Request Screen (FM030) and procurement creates the BPA Call (based upon the purchase request) via the CSPS screens: Purchase Order Preview Screen (FMR041) and The Purchase Order Screen (FM041).

15.2 Who Performs the Procedure

Authorized personnel will be responsible for entering BPA Calls.

15.3 Initiating the Process

Entering a BPA Call begins when the requisitioner identifies a specific need for a good or service.

15.4 Accessing the System

Method 1: From the Main Menu, select Transaction. From the Transaction menu, select Procurement. From the Procurement menu, select FMR041 - Purchase Order Preview Screen . Highlight the BPA Master and click on the NEW BPA CALL button. FM041 appears.

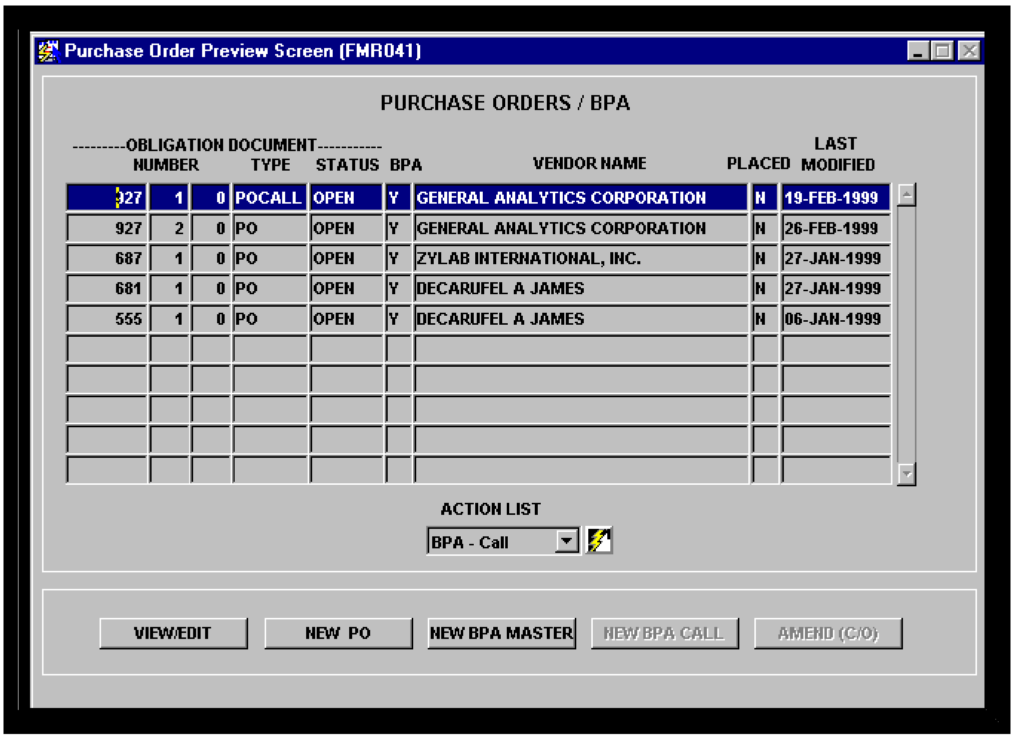
Method 2: From the Main Menu, select Transaction. From the Transaction menu, select Procurement. From the Procurement menu, select FM030 - Purchase Request . Upon completing the Purchase Request, the BPA Call is created. From the Main Menu, select Transaction. From the Transaction menu, select Procurement. From the Procurement menu, select FMR041 - Purchase Order Preview Screen . Highlight the BPA Master and click on the NEW BPA CALL button. FM041 appears. However, in this method, the purchase request line items will be pulled onto the BPA Call on a line item basis.

Follow the steps below for FM030 and FM041.

15.5 **Entering a BPA Call (Not Linked to a Purchase Request)**

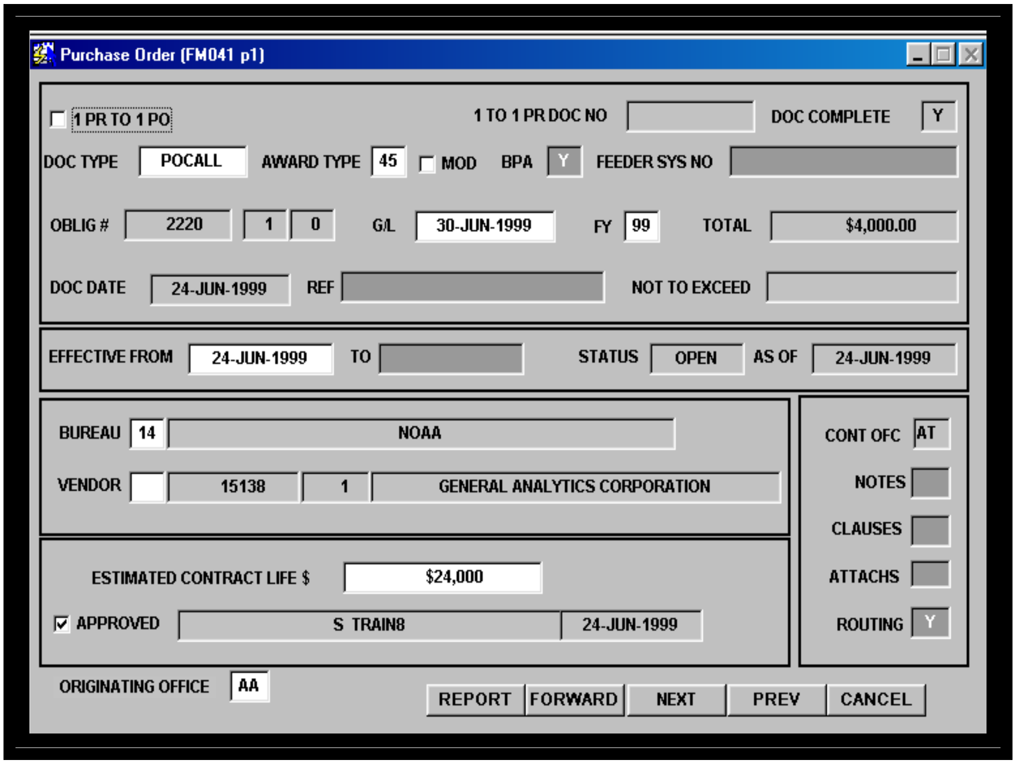
This procedure describes the steps necessary to enter a BPA Call that is not linked to a purchase request (i.e., Method 1).

FMR041 - BPA Call



STEP	ACTION
FMR041 - Purchase Order Preview Screen	
1.	Highlight the BPA Master against which a BPA Call will be placed.
2.	Click on the **NEW BPA CALL** button to create a new BPA Call.
3.	FM041 appears.

FM041 - BPA Call



STEP	ACTION
FM041 p1 - The Main Screen	
4.	The **1 PR TO 1 PO** field is not applicable to a BPA Call. This field must be left blank.
5.	The **1 TO 1 PR DOC NO** field is system generated and remains blank.
6.	The **DOC COMPLETE** field is system generated and is populated with a Y when the BPA Call, including the applicable reporting data, is complete.

STEP	ACTION
7.	The **DOC TYPE** field defaults to PO . Double click on the field to access a list of document types and select POCALL . This is the correct document type for a BPA Master.
8.	In the **AWARD TYPE** field, enter the applicable BPA Call award type. Although the system defaults to 40', the entry should be changed. Double click on the field to view the list of valid award types and select 45'.
9.	The **MOD** field is system generated and is non-enterable.
10.	The **BPA** field will default to Y .
11.	In the **FEEDER SYS NO** field, reference a source document generated by a cuff or feeder system. Note: Leave this field blank until further notice.
12.	Tab past the **OBLIG #**. Note: The **OBLIG #** field is system generated and displays the three field CSPS/CFS purchase order document number. The three fields are: 1) the primary CSPS/CFS document number, 2) the release number (used to identify BPA Calls against the BPA master), and 3) the amendment / modification number.
13.	The **G/L** field defaults to the last day of the current month and indicates the General Ledger month-end recording date for this transaction. Although the default entry can be overridden by selecting another valid entry from the list-of-values, the default date will generally be the correct date.
14.	The **FY** field defaults to the current fiscal year and indicates the Fund Code / Fiscal Year combination against which this transaction should be applied. Although the default entry can be overridden by entering another fiscal year, the default date will generally be the correct date.
15.	The **TOTAL** field is system generated and displays the total dollar amount of all line items entered on the BPA Call.
16.	The **DOC DATE** field is system generated and displays the current day s date. This **DOC DATE** indicates the date the document was created.

STEP	ACTION
17.	The **REF** field will default based on the source reference information entered on the BPA Master. If the **REF** field is blank, enter information that can be used to distinguish this BPA Call from other BPA Calls (e.g., BPA - (vendor name)). This will facilitate querying the BPA Call.
18.	The **NOT TO EXCEED** field is enterable only when creating a BPA Master document. This field identifies the ceiling amount for a BPA and is not displayed when entering a Call.
19.	The **EFFECTIVE FROM** field defaults to the current date but can be overridden. Because there is no functionality associated with this date within the system, this field can be used at the user s discretion to document the beginning effective date of the order, the award date, etc. Note: The **EFFECTIVE FROM** and **EFFECTIVE TO** (see below) dates do not print on the CD-404 and are not intended to identify the period of performance <u>for the vendor</u>. Period of performance information should be included in either the leading/trailing paragraph information or the line item description(s).
20.	The **EFFECTIVE TO** field defaults to blank but can be overridden. In general, this field can also be used at the user s discretion to document an ending effective date (if applicable). This field does not print on the CD-404 or have any other financial effect.
21.	The **STATUS** field is system generated and defaults to OPEN for new transactions. The system automatically updates the document status to CANCEL if the BPA Call is disapproved. Otherwise, the status remains OPEN .
22.	The **AS OF** field is system generated and indicates the date the document s STATUS was last updated.
23.	The **BUREAU** field will default based on the Bureau Code entered on the BPA Master. The code should be: 13 - BXA or 14 - NOAA

STEP	ACTION
24.	The system defaults the **VENDOR** information based on the vendor entered on the BPA Master. The buyer is responsible for modifying the default vendor information to reflect the applicable information related to the current award. a. The **VENDOR** field will default based on the vendor entered on the BPA Master. b. The **DUNS NO** field defaults based on the vendor information stored in CFS for the selected vendor. The DUNS NO is the vendor s Dun & Bradstreet identification number. If this number is incorrect, it must be modified via the CSPS/CFS Vendor Maintenance Screen (PM002). c. The **CONTACT** field defaults based on the vendor information stored in CFS for the selected vendor. The user can modify this field to identify a contact for this specific order. d. The **FOB** field defaults based on the vendor information stored in CFS for the selected vendor. FOB or Freight on Board indicates the terms of shipment. Valid entries are ORIGIN or DESTIN . The user can modify this field to indicate the specific terms for the order. e. In the **VIA** field, double click on the field to view the list of shipment methods. Select the correct shipment method and then click OK . This field is optional. f. In the **FREIGHT TERMS** field, enter the terms required for freight. This field is optional. g. The **EXCHANGE COUNTRY CODE & EXCHANGE RATE** fields default based on the vendor information stored in CFS for the selected vendor. The displayed information identifies the vendor s country code and the currency exchange rate for payments. The user can modify these fields to indicate the specific terms for the order.

STEP	ACTION
	h. The **TERMS1** fields default based on the vendor information stored in CFS for the selected vendor. The user can modify these fields to indicate the specific terms for the order. (i) In the **NET DAYS** field, indicate the number of days within which total payment is due after the invoice is received. (ii) In the **DISCOUNT** fields, indicate whether a percentage or flat dollar amount discount is offered by entering P or A and then indicate the corresponding percentage or amount. (iii) In the **W/IN** field, indicate the number of days after the invoice is received that the discount is valid.
	i. The **TERMS2** fields also default based on the vendor information stored in CFS for the selected vendor. These fields indicate a second set of terms offered by the vendor and can be modified by the user for each specific order. j. Once the vendor information is complete, click the PREV button to return to FM041 p1.
FM041 p1 - Purchase Order Screen	
25.	The **CONT OFC** field is system generated and displays the user s contracting office code. This field cannot be modified. Note: A dummy contracting office code (XX) will be established in the system to allow requisitioners to process BPA Calls on the FM041 screen.
26.	In the **NOTES** field, double click on the field to access a text editor and record comments pertaining to the order. The field holds up to 240 characters. Click OK to save changes or Cancel to ignore changes and return to FM041 p1. Note: If notes are recorded, the **NOTES** field on FM041 p1 will display an X .

STEP	ACTION
27.	In the **CLAUSES** field, double click on the field to open the Alternative Clauses (FM041f) screen and identify FAR clauses and/or user defined line notes that are applicable to this order. a. In the **CLAUSE #** field, double click on the first blank row to view the list of FAR clauses and line notes. Select a clause/line note and click OK . b. The **CLAUSE FLAG** field defaults either to Y if the item selected in Step a is a FAR clause or to N if the item selected in Step a is a line note. Note: Clauses will print in the Terms and Conditions block of the CD-404 and line notes will print after the final line item on the CD-404. c. The **SHORT DESCR** field defaults based on the clause or line note selected in Step a . Double click on the field to open the text editor and view the short description of the clause or line note. Click OK to return to FM041f. d. The **FULL TEXT** field defaults based on the clause or line note selected in Step a . Double click on the field to open the text editor and view the entire clause or line note (if applicable). Click OK to return to FM041f. e. Repeat Steps a - d for each clause or line note that must be referenced on the BPA Call. When all of the necessary clauses and line notes have been identified, click the PREV button to return to FM041 p1. Note: If clauses/line notes are incorporated, the **CLAUSES** field on FM041 p1 will display an X .

STEP	ACTION
28.	In the **ATTACHS** field, double click to open the Attached Documents (FM041c) screen and record the location of supporting documents (e.g., the statement of work) on the Local Area Network (LAN). a. In the **NAME** field, record the name of the file, including the extension. b. In the **LOCATION** field, record the drive and path where the document is located. c. Repeat Steps a - b for each supporting document. When all of the documents have been referenced, click the PREV button to return to FM041 p1. Note: If supporting documents are referenced, the **ATTACHS** field on FM041 p1 will display an X . Note: This field does not attach the documents within the system. It merely serves as a reference as to where to locate these documents.
29.	The **ROUTING** field is system generated and defaults to N (i.e., No) until the BPA Call is fully approved by the Contracting Officer. Once the BPA Call is fully approved, the system automatically updates the field to Y . Note: Once the document is approved by the user, the system establishes the required approval routing and the user can double click on this field to view the system generated routing path and status.
30.	Once all of the required information on FM041 p1 is complete, click the NEXT button to open FM041 p2 - The Line Items Screen.
FM041 p2 - The Line Items Screen	

STEP	ACTION
31.	In general, the **LINE #** field is system generated and identifies the various line items on the BPA Call. Line item numbers are assigned sequentially and are automatically re-sequenced when line items are added or deleted. The **LINE #** field is enterable if the buyer enters either a 0' to create a leading paragraph (header) or 999' to create a trailing paragraph (footer). Once either of these numbers are entered, only the **DESCRIPTION** field remains enterable. Leading paragraph (header) information prints before the line items on the CD-404 and trailing paragraph (footer) information prints after the line items on the CD-404. Note: If the payment office code being used is not in the LOV, a note should be placed in the header to indicate which payment office the invoice should be sent.
32.	The **PR** field defaults to N to indicate that this BPA Call line item is not linked to a requisition line item.

STEP	ACTION
33.	The **ITEM TYPE** serves several functions within the system. Users will need to understand the purpose and system functionality associated with the various item types and enter the applicable value for each line item on a BPA Call. Within the system, the item type serves the following functions. a. It indicates the type of good/service for the line item. b. It denotes the document matching criteria required by the system (i.e., the combination of purchase order, receipt, and acceptance that must be matched against the invoice before the invoice can be released for payment). A 2-way match requires that the invoice is matched against a purchase order. A 3-way match requires that the invoice is matched against a purchase order and a receiving ticket. Finally, a 4-way match requires that the invoice is matched against a purchase order, a receiving ticket and acceptance. c. In some cases, it indicates special invoicing instructions. Double click on the **ITEM TYPE** field to view the list of item types. Select the correct item type, then click OK . The BPA Call Item Types, their Descriptions and their Matching Criteria: EQUIP — Equipment — 4-way match GOODS — Goods — 3-way match SERV — Services — 3-way match FR — Freight — 2-way match NMERC — Non-Merchandise Charges — 2-way match EXCISE — Federal Excise Tax — 2-way match TRADE — Trade-in Allowance — No-way match SUPPLY — Supplies — No-way match

STEP	ACTION
34.	The **COMMODITY** field serves several functions within the system. Users will need to understand the purpose and system functionality associated with the various commodity codes and enter the applicable value for each line item on a BPA Call. Within the system, the commodity code serves the following functions. a. It indicates the type of commodity. b. It indicates the applicable Prompt Payment Type code which triggers the system s Prompt Pay logic. Double click on the **COMMODITY CODE** field to view the list of commodity codes. Select the correct commodity code, then click OK .

STEP	ACTION
	The Commodity Codes & their Prompt Pay Type and Logic ADVPAY (Immed. Pay) NONE Not subject to PPA requirements; no interest applied. Basis for payment is date of proper invoice. AGR (Agriculture) AGR PPA (Prompt Payment Act) requirements; interest penalty applied; 10 days to make payment. Basis for payment is date of delivery. CONSTR (Construction) CONSTR PPA requirements; interest penalty applied; 14 Days to make payment. Basis for payment is date of proper invoice. DAIRY (Dairy) DAIRY PPA requirements; interest penalty applied; 10 days to make payment. Basis for payment is date of proper invoice. G/S (Goods & Services) STD PPA requirements; interest penalty applied; 30 days to make payment. Basis is PP , later of the proper invoice rec d date or goods/serv rec d date or; 7 days to make payment. Basis for payment is acceptance date. MEAT (Meat Products) MEAT PPA requirements; interest penalty applied date of delivery. RAT (Ratifications) NONE Not subject to PPA requirements; no interest applied. Basis is date of invoice. Note: The G/S commodity code should generally be used for BPA Calls.
35.	In the **DUE DATE** field, enter the date delivery of the line item is required by the vendor.
36.	The **ACCEPT** field defaults to 7' to indicate the number of days allowed for acceptance of the line item (i.e., the number of days required to fully receive, inspect and accept the items). Some items, such as computers delivered to a receiving dock and later delivered to the technical person for inspection, will require more than a 7 day acceptance period. The user must confirm or modify the default value based on standards or experience at NOAA. Note: An acceptance period of more than 7 days must be negotiated with the vendor and indicated on the CD-404.

STEP	ACTION
37.	The **STATUS** field is system generated and defaults to OPEN for line items on a new BPA Call. The system automatically updates the line item status to CANCEL if the BPA Call is disapproved or to CLOSED if the BPA Call line item is liquidated or closed through an administrative modification.
38.	The **AS OF** field is system generated and indicates the date the line item s STATUS was last updated.
39.	In the **PART#** field, enter the manufacturer s part number for the line item (if applicable). Note: Leave this field blank until further notice.
40.	In the **STOCK#** field, enter the inventory stock number for the line item (if applicable). Note: Leave this field blank until further notice.
41.	In the **INVENTORY: QTY** field, enter the inventory quantity of the item being ordered (if applicable). The field is accessible only if a stock number for the item has been entered. Note: Leave this field blank until further notice.
42.	In the **INVENTORY: UNIT** field, enter the inventory unit (if applicable). Note: Leave this field blank until further notice.
43.	In the **EMP#** field, enter the employee number of the person who is the contact person for the purchase order line item. A list of values is available for this field by double clicking on it. This field does not print on the purchase order. Note: Optional if known, not required at this time.
44.	In the **NAME** field, enter the name of the person who is the recipient of this item (if applicable). Note: Leave this field blank until further notice.

STEP	ACTION
45.	In the **DESCR** field, enter the line item description. Double click on the field to access a text editor. The field holds up to 9 pages of text. Click OK to save changes or CANCEL to ignore changes and return to FM041 p2. Note: Text from applications such as Word, WordPerfect and E-Mail, can be cut and pasted into the Description field. To cut/copy a description, highlight the relevant section with the cursor and press Control-X / Control-C . To paste a description, place the cursor in the destination field and press Control-V . This function will only work with CAPS LOCK off.
46.	The **TRADE IN** check box will display a if a trade in is entered on the Trade In and Discounts screen (FM041p3). Otherwise, the check box will remain blank. Note: This check box is specific to each line item.

STEP	ACTION
47.	Double click on the **OTHER INFO** field to access the Other Line Item Information (FM041i) screen and view additional information about the BPA Call. Some fields in this pop-up screen will default based on information associated with the buyer. The buyer should enter/modify the fields on this screen as indicated below. a. The **DOCUMENT MATCHING** field defaults to Y indicating that the standard matching criteria associated with the line item **ITEM TYPE** will be required for this line item. The standard matching criteria should always be used unless Finance communicates differently. (i) RT field indicates if a Receiving Ticket is necessary to release the document for payment. (ii) AC field indicates if Acceptance is necessary to release the document for payment. (iii) AP field indicates if Invoice is necessary to release the document for payment. b. The **HOLDBACK** field defaults to NONE indicating that the system should not calculate a holdback (retainage) during the payment process. If a holdback should be calculated by the system, click either the DOLLARS or PERCENT field and enter the corresponding value in the AMOUNT field. c. In the **PSC CODE** field, double click on the field to access a list of product service codes. Select the applicable product service code for the line item and then click OK . d. The **PAYMENT OFFICE** fields default based on information associated with the user. The primary purpose of the payment office information is to identify the name and address of the Finance Office responsible for processing the payment of the BPA Call. The system, however, also prints the payment office name and address on the purchase order as the invoice address. The user should not modify the default payment office code.

STEP	ACTION
	e. Double click on the **PAYMENT OFFICE** field to view the list of payment office codes. Select the correct code and then click OK . Note: A purchase order should only indicate a single payment office code. Therefore, if the buyer modifies the default payment office code on one line item, the buyer must make the corresponding change to all line items. If a conflict exits, the system will choose the payment office code in line ite
	Note: The name of the employee identified as the **DPOC** is printed on the CD-404 next to the Ship To address as the person the vendor should contact for delivery information.
FM041 p2 - Line Items Screen	
48.	The **RI MTH** (Receipt/Invoice Method) field will default with a Q to indicate a quantity based transaction. Eventually, the system will allow further flexibility with this field. For now, leave the Q as the default.
49.	The **RI ACT** field will default with an N until either electronic receipt or invoice has been both recorded and approved. Once this occurs, the system will automatically update this field with a Y . Note: This update will occur prior to payment.
50.	In the **QUANTITY** field, indicate the line item quantity that is being ordered.
51.	In the **UNIT** field, double click on the field to access a list-of-values and select the appropriate **UNIT OF MEASURE**.
52.	The **UNIT PRICE** field will default based on the original unit price information entered on the purchase order line item. This field is not modifiable. It reflects if a Discount has been entered on FM041 p3. See Procedures Section 11.10 - Entering Trade-In and Discount Information , to enter a Trade-In/Discount. If no discount has been entered than the **UNIT PRICE** and **ORIGINAL UNIT PRICE** are equal.
53.	In the **UNIT PRICE** field, indicate the unit price for the line item.

STEP	ACTION
54.	The **ITEM TOTAL $** field is system generated and displays the extended amount of the line item.
FM041b - Line Item Account Distribution	
55.	Double click on the **ACCS** field to access the Line Item Account Distribution (FM041b) screen and enter the accounting information for the line item. All fields in this pop-up screen will need to be entered. Note: The NOAA business rules prohibit buyers from modifying the ACCS accounting information without supporting documentation (except for the Object Class and User Defined fields as indicated below). a. The purchase order MDL field is system generated and identifies the Multiple Distribution Line (MDL) number. Multiple Distribution Lines are used to allocate funding for each line item across one or more projects, organizations, etc. One MDL contains one ACCS code and associated information. Up to 99 multiple ACCS may be used. b. In the purchase order **%** field, enter the percentage of the line item to be distributed to a single accounting classification code structure (ACCS). c. The purchase order **QTY** field will automatically calculate based on the value entered on the percentage field. If the % field is left blank, enter in the quantity for the MDL. The % field value will then automatically calculate. d. The purchase order **$** field is system generated and displays the extended (i.e., total) amount distributed to a single ACCS.

STEP	ACTION
	e. The **ACCS** field will default based on user s default ACCS information. The ACCS identifies the funding that will be charged for the MDL amount. Double click on the field to view the entire ACCS. The ACCS includes the following codes: **BUREAU, PROJECT, TASK, FUND, PROGRAM, ORGANIZATION, OBJECT CLASS** and a **USER DEFINED** field. If one or more codes in the default ACCS needs to be modified, double click on the field to access the list-of-values and select the correct code. Otherwise, enter the applicable object class codes. Enter the needed employee **ID** in the **USER DEFINED FIELD** for approval routing to a specific Contracting Officer. Click PREV to return to the FM041b screen.

STEP	ACTION
	Note: In general, use the default values if they are correct. Note the description of each field as the fields are tabbed through. A list of values exists for each field. (i) Use the default **BUR** (bureau) and **PROJECT/TASK** codes if the values are correct. Otherwise, highlight the field and enter the correct project codes or double click in the field for the list of values. (ii) The **FUND** code field value will default based on the project. If the **BUR** or **PROJECT/TASK** codes have been changed, then the subsequent fields will be blank. Highlight the field and enter the correct fund code or double click in the field for the list of values. (iii) The **PROGRAM** field value will default based on the project. If any of the previous fields have been changed, then the subsequent fields will be blank. Highlight the field and enter the correct program code or double click in the field for the list of values. (iv) Use the default **ORGANIZATION** code if the value is correct. Otherwise, highlight the field and enter the correct organization. If any of the previous fields have been changed, then the subsequent fields will be blank. Highlight the field and enter the correct organization code or double click in the field for the list of values. (v) Double click on the first box of the **OBJECT CLASS** field. Select a code and click on the OK button. Note: The **PR #, PR TYPE, PR ITEM**, and **PR MDL** fields are only populated if the line item is generated from a requisition. f. The # field is system generated and displays the document number of the linked requisition line item.

STEP	ACTION
	g. The **TYPE** field is system generated and displays the document type of the linked requisition line item. h. The **ITEM** field is system generated and displays the item type of the linked requisition line item. i. The **MDL** field is system generated and displays the MDL number of the linked requisition line item. j. Double click on the **ACCEPTANCE EMP** field to access a list of values. Select for the acceptance employee for the item, and click OK . If the values are known, then the acceptance employee information may be typed directly into this field. Note: The individual identified as the acceptance employee on FM041 is the only person who will be able to accept/reject the goods or service. Note: If the BPA Call is based upon a requisition the **ACCEPTANCE EMP** field will default into the field. k. Double click on the **RECEIVING OFFICE** field, to view a list of receiving office codes and select the applicable code. Click OK . Note: The receiving office code identifies the name and address of the office assigned to receive the goods/service and prints on the CD-404 in the Ship To block. Note: The list of receiving office codes contain both public ship-to-addresses, which are not modifiable, and private ship-to-addresses which are set-up strictly for this user.

STEP	ACTION
	l. If a private ship to address needs to be created, proceed to Step (i) . Otherwise, proceed to Step m . (i) Click on the ADDRESS button. The FM041b screen is called. (ii) In the **NAME** field, enter the name of the receiving office or ship to organization. (iii) In the **ADDRESS** fields, enter the address for the receiving office. (iv) In the **COUNTRY CODE** field, enter the abbreviation for the country in which the receiving office resides. Note: This field must be completed prior to the **CITY** and **STATE** fields. (v) In the **CITY** field, enter the city in which the receiving office resides. (vi) In the **STATE** field, enter the state in which the receiving office resides. (vii) In the **ZIP** field, enter the zip code in which the receiving office resides. (viii) Once the new receiving office is entered, then click the PREV button to return to FM041 b. Note: This new private ship-to-address can now be accessed by double clicking on the RECEIVING OFFICE field. It will appear in the list of values. A private receiving office code will have a ~ to denote that it is a private ship-to-address. Only the user who creates the private ship-to-address can access it in the list of values. Note: Once created the private ship-to-address may not be changed, but only disabled. It is inaccessible and if required again, then it will need to be re-entered.

<table>
<tr><th>STEP</th><th colspan="2">ACTION</th></tr>
<tr><td></td><td>IF...</td><td>THEN...</td></tr>
<tr><td></td><td>An existing private ship to address needs to be deactivated...</td><td>1. Click on the ADDRESS button. The FM030b p2 screen is called.
2. Unclick the active flag.
3. Click the PREV button to return to FM041b.
4. Return to Step k to select another address.</td></tr>
<tr><td></td><td>IF...</td><td>THEN...</td></tr>
<tr><td></td><td>A receiving office address has been selected, but needs to be replaced with a new private ship to address...</td><td>1. Highlight the receiving office code number on FM041 b.
2. Press the keyboard Delete key.
3. Return to Step l to create a private receiving office code.</td></tr>
<tr><td></td><td colspan="2">m. Repeat Step 52 for each MDL of the line items.
n. When all information on FM041b is complete, click the PREV button to return to FM041 p2.</td></tr>
<tr><td colspan="3">FM041 p2 - Line Items Screen</td></tr>
<tr><td>56.</td><td colspan="2">Repeat Steps 31 - 55 for each line item that must be added to the BPA Call.</td></tr>
<tr><td>57.</td><td colspan="2">Once all of the information on FM041 p2 is complete, click the PREV button to return to FM041 p1.</td></tr>
<tr><td colspan="3">FM041 p1 - Purchase Order</td></tr>
<tr><td>58.</td><td colspan="2">Reference procedures Section 11.5 - Entering a Purchase Order (not Based on a Purchase Request or RFQ) Step 51 for details on using the Document Review Routing feature.</td></tr>
</table>

STEP	ACTION
59.	The **ESTIMATED CONTRACT LIFE $** will default based on the **NOT TO EXCEED** amount entered on the BPA Master. This field is non-enterable. Note: The value in the **ESTIMATED CONTRACT LIFE $** field determines whether the SF-281 or CD-409 reporting is required.
60.	Click the **APPROVED** field again to indicate that the document is complete and that the reporting/approval process can begin. The system will display the applicable reporting screen. See procedures Section 11.11 - Completing the SF-281 Report or 11.12 - Completing the CD-409 Report to complete the reporting information.

15.6 Entering a Purchase Request

See procedures in Section 2.5 - Create a Requisition for how to enter a purchase request. It is recommended if the purchase request creator and BPA Call creator differ that a note should be added on the purchase request. The note could either be added in the NOTES field or in DESCRIPTION field.

Note: The purchase request will be linked to a BPA Call in procedure Section 15.7 - Entering a BPA Call Linked to a Purchase Request.

15.7 Entering a BPA Call Linked to a Purchase Request

This procedure describes the steps necessary to enter a BPA Call that is linked to a BPA Call request (i.e., Method 2 - Part II).

STEP	ACTION
FMR041 - Purchase Order Preview Screen	
1.	Highlight the BPA Master against which a BPA Call will be placed.
2.	Click on the **NEW BPA CALL** button to create a new BPA Call.
3.	FM041 appears.
FM041 p1 - The Main Screen	
4.	The **1 PR TO 1 PO** field is not applicable to a BPA Call. Leave this field blank. The **1 PR TO 1 PO** feature is not used when a requisition document is processed as a BPA Call, data from the requisition will not populate the purchase order fields on FM041 p1. Therefore, the buyer must enter all of the necessary data on FM041 p1.
5.	The **1 TO 1 PR DOC NO** field is system generated and identifies the linked purchase request document number. If there is no corresponding purchase request, then this field will remain blank.
6.	The **DOC COMPLETE** field is system generated and is populated with a Y when the BPA Call, including the applicable reporting data, is complete.
7.	The **DOC TYPE** field defaults to PO . Double click on the field to access a list of document types and select POCALL . This is the correct document type for a BPA Call.
8.	In the **AWARD TYPE** field, enter the applicable BPA Call award type. Although the system defaults to 40', the entry should be changed. Double click on the field to view the list of valid award types and select 45'.
9.	The **BPA** field will default to Y to identify this action as a blanket purchase agreement action (master or call).

STEP	ACTION
10.	In the **FEEDER SYS NO** field, reference a source document generated by a cuff or feeder system. Note: Leave this field blank until further notice.
11.	Tab past the **OBLIG #**. These fields will default in from the BPA Master. Note: The **OBLIG #** field is system generated and displays the three field CSPS/CFS purchase order document number. The three fields are: 1) the primary CSPS/CFS document number, 2) the release number (used to identify BPA Calls against the BPA master), and 3) the change order / modification number.
12.	The **G/L** field defaults to the last day of the current month and indicates the General Ledger month-end recording date for this transaction. Although the default entry can be overridden by selecting another valid entry from the list-of-values, the default date will generally be the correct date. Note: These fields will default in from the BPA Master.
13.	The **FY** field defaults to the current fiscal year and indicates the Fund Code / Fiscal Year combination against which this transaction should be applied. Although the default entry can be overridden by entering another fiscal year, the default date will generally be the correct date.
14.	The **TOTAL** field is system generated and displays the total dollar amount of all line items entered on the BPA Call.
15.	The **DOC DATE** field is system generated and displays the current day s date. This **DOC DATE** indicates the date the document was created.
16.	The **REF** field will default based on the source reference information entered on the BPA Master. If the **REF** field is blank, enter information that can be used to distinguish this BPA Call from other BPA Calls (e.g., BPA - (vendor name)). This will facilitate querying the BPA Call.
17.	The **NOT TO EXCEED** field is enterable only when creating a BPA Master document. This field identifies the ceiling amount for a BPA and is not displayed when entering a Call.

STEP	ACTION
18.	The **EFFECTIVE FROM** field defaults to the current date but can be overridden. Because there is no functionality associated with this date within the system, this field can be used at the user s discretion to document the beginning effective date of the order, the award date, etc. Note: The **EFFECTIVE FROM** and **EFFECTIVE TO** (see below) dates do not print on the CD-404 and are not intended to identify the period of performance <u>for the vendor</u>. Period of performance information should be included in either the leading/trailing paragraph information or the line item description(s).
19.	The **EFFECTIVE TO** field defaults to blank but can be overridden. In general, this field can also be used at the user s discretion to document an ending effective date (if applicable). Note: If the requisitioner entered an **EFFECTIVE TO** date on the requisition, the system will prevent the buyer from creating a purchase order tied to that requisition after the **EFFECTIVE TO** date. This field does not print on the CD-404 and does not have any financial effect.
20.	The **STATUS** field is system generated and defaults to OPEN for new transactions. The system automatically updates the document status to CANCEL if the BPA Call is disapproved. Otherwise, the status remains OPEN .
21.	The **AS OF** field is system generated and indicates the date the document s STATUS was last updated.
22.	The **BUREAU** field will default based on the Bureau Code entered on the BPA Master. 13 - BXA or 14 - NOAA

STEP	ACTION
23.	The system defaults the **VENDOR** information based on the vendor entered on the BPA Master. The buyer is responsible for modifying the default vendor information to reflect the applicable information related to the current award. a. The **VENDOR** field will default based on the vendor entered on the BPA Master. b. The **DUNS NO** field defaults based on the vendor information stored in CFS for the selected vendor. The **DUNS NO** is the vendor s Dun & Bradstreet identification number. If this number is incorrect, it must be modified via the CSPS/CFS Vendor Maintenance Screen (PM002).

STEP	ACTION
	c. The **CONTACT** field defaults based on the vendor information stored in CFS for the selected vendor. The user can modify this field to identify a contact for this specific order. d. The **FOB** field defaults based on the vendor information stored in CFS for the selected vendor. FOB or Freight on Board indicates the terms of shipment. Valid entries are ORIGIN or DESTIN . The user can modify this field to indicate the specific terms for the order. e. In the **VIA** field, double click on the field to view the list of shipment methods. Select the correct shipment method and then click OK . This field is optional. f. In the **FREIGHT TERMS** field, enter the terms required for freight. This field is optional. g. The **EXCHANGE COUNTRY CODE & EXCHANGE RATE** fields default based on the vendor information stored in CFS for the selected vendor. The displayed information identifies the vendor s country code and the currency exchange rate for payments. The user can modify these fields to indicate the specific terms for the order. h. The **TERMS1** fields default based on the vendor information stored in CFS for the selected vendor. The user can modify these fields to indicate the specific terms for the order. (i) In the **NET DAYS** field, indicate the number of days within which total payment is due after the invoice is received. (ii) In the **DISCOUNT** fields, indicate whether a percentage or flat dollar amount discount is offered by entering P or A and then indicate the corresponding percentage or amount. (iii) In the **W/IN** field, indicate the number of days after the invoice is received that the discount is valid.

STEP	ACTION
	i. The **TERMS2** fields also default based on the vendor information stored in CFS for the selected vendor. These fields indicate a second set of terms offered by the vendor and can be modified by the user for each specific order. j. Once the vendor information is complete, click the PREV button to return to FM041 p1.
24.	The **CONT OFC** field is system generated and displays the buyer s contracting office code. This field cannot be modified.
25.	In the **NOTES** field, double click on the field to access a text editor and record comments pertaining to the order. The field holds up to 240 characters. Click OK to save changes or CANCEL to ignore changes and return to FM041 p1. Note: If notes are recorded, the **NOTES** field on FM041 p1 will display an X .

STEP	ACTION
26.	In the **CLAUSES** field, double click on the field to open the Alternative Clauses (FM041f) screen and identify FAR clauses and/or user defined line notes that are applicable to this order. a. In the **CLAUSE #** field, double click on the first blank row to view the list of FAR clauses and line notes. Select a clause/line note and click OK . b. The **CLAUSE FLAG** field defaults either to Y if the item selected in Step a is a FAR clause or to N if the item selected in Step a is a line note. Note: Clauses will print in the Terms and Conditions block of the CD-404 and line notes will print after the final line item on the CD-404. c. The **SHORT DESCR** field defaults based on the clause or line note selected in Step a . Double click on the field to open the text editor and view the short description of the clause or line note. Click OK to return to FM041f. d. The **FULL TEXT** field defaults based on the clause or line note selected in Step a . Double click on the field to open the text editor and view the entire clause or line note (if applicable). Click OK to return to FM041f. e. Repeat Steps a - d for each clause or line note that must be referenced on the BPA Call. When all of the necessary clauses and line notes have been identified, click the PREV button to return to FM041 p1. Note: If clauses/line notes are incorporated, the **CLAUSES** field on FM041 p1 will display an X .

STEP	ACTION
27.	In the **ATTACHS** field, double click to open the Attached Documents (FM041c) screen and record the location of supporting documents (e.g., the statement of work) on the Local Area Network (LAN). a. In the **NAME** field, record the name of the file, including the extension. b. In the **LOCATION** field, record the drive and path where the document is located. c. Repeat Steps a - b for each supporting document. When all of the documents have been referenced, click the PREV button to return to FM041 p1. Note: If supporting documents are referenced, the **ATTACHS** field on FM041 p1 will display an X . Note: This field does not attach the documents within the system. It merely serves as a reference as to where to locate these documents.
28.	The **ROUTING** field is system generated and defaults to N (i.e., No) until the BPA Call is fully approved. Once the BPA Call is fully approved, the system automatically updates the field to Y . Note: Once the document is approved by the buyer, the system establishes the required approval routing and the buyer can double click on this field. The system calls the Document Approval Routing Screen (FM041h). On this screen, the system generated approval routing path and status can be viewed.
29.	Once all of the required information on FM041 p1 is complete, click the NEXT button to open FM041 p2 - The Line Items Screen.
FM041 p2 - The Line Items Screen	

STEP	ACTION
30.	In general, the **LINE #** field is system generated and identifies the various line items on the BPA Call. Line item numbers are assigned sequentially and are automatically resequenced when line items are added or deleted. The **LINE #** field is enterable if the buyer enters either a 0' to create a leading paragraph (header) or 999' to create a trailing paragraph (footer). Once either of these numbers are entered, only the DESCRIPTION field remains enterable. Leading paragraph (header) information prints before the line items on the CD-404 and trailing paragraph (footer) information prints after the line items on the CD-404.
31.	a. In the **PR** field, enter a Y and double click to open the All Open Purchase Requests Screen (FM050) and view the available requisition line items. b. Once a line item from the applicable purchase request is identified and highlighted double click on the **QUANTITY** field. This action will close the FM050 screen and open the Available Purchase Request Line Items (FM041e) screen. c. Click the PREV button to close the FM041e screen and return to the FM041 p2 screen. When the buyer returns to the FM041 p2 screen, all of the line item fields will be populated with the applicable data from the purchase request.

STEP	ACTION
32.	The **ITEM TYPE** field will default based on the item type entered by the requisitioner on the linked purchase request line item. However, it is the buyer s responsibility to update the defaulted value with the correct item type. In general, requisitioners will be trained to enter only two item types: GOODS and SERV. Procurement personnel will need to understand the purpose and system functionality associated with the various item types and enter the applicable value for each line item on a purchase order. Within the system, the item type serves multiple functions. a. It indicates the type of good/service for the line item. b. It denotes the document matching criteria required by the system (i.e., the combination of purchase order, receipt, and acceptance that must be matched against the invoice before the invoice can be released for payment). A 2-way match requires that the invoice is matched against a purchase order. A 3-way match requires that the invoice is matched against a purchase order and a receiving ticket. Finally, a 4-way match requires that the invoice is matched against a purchase order, a receiving ticket and acceptance. c. In some cases, it indicates special invoicing instructions. Double click on the **ITEM TYPE** field to view the list of item types. Select the correct item type, then click OK . The BPA Call Item Types, their Descriptions and their Matching Criteria EQUIP — Equipment — 4-way match GOODS — Goods — 3-way match SERV — Services — 3-way match FR — Freight — 2-way match NMERC — Non-Merchandise Charges — 2-way match EXCISE — Federal Excise Tax — 2-way match TRADE — Trade-in Allowance — No-way match SUPPLY — Supplies — No-way match

STEP	ACTION
33.	The **COMMODITY** field will default based on the commodity code entered by the requisitioner on the linked purchase request. However, it is the buyer s responsibility to update the defaulted value with the correct commodity code. Requisitioners will be trained to enter only one commodity code: G/S. Procurement personnel will need to understand the purpose and system functionality associated with the various commodity codes and enter the applicable value for each line item on a purchase order. Within the system, the commodity code serves multiple functions. a. It indicates the type of commodity. b. It indicates the applicable Prompt Payment Type code which triggers the system s Prompt Pay logic.

STEP	ACTION
	Double click on the **COMMODITY CODE** field to view the list of commodity codes. Select the correct commodity code, then click OK . The Commodity Codes & their Prompt Pay Type and Logic AGRIC (Agriculture) — AGRIC — PPA (Prompt Payment Act) requirements; interest penalty applied; 10 days to make payment. Basis for payment is date of delivery. CONSTR (Construction) — CONSTR — PPA requirements; interest penalty applied; 14 Days to make payment. Basis for payment is date of proper invoice. DAIRY (Dairy) — DAIRY — PPA requirements; interest penalty applied; 10 days to make payment. Basis for payment is date of proper invoice. G/S (Goods & Services) — STD — PPA requirements; interest penalty applied; 30 days to make payment. Basis is PP , later of the proper invoice rec d date or goods/serv rec d date or; 7 days to make payment. Basis for payment is acceptance date. MEATS (Meat Products) — MEATS — PPA requirements; interest penalty applied date of delivery. MISC (Miscellaneous) — MISC — Not subject to PPA requirements; no interest applied; target for immediate payment. Basis for payment is date of proper invoice. RAT (Ratifications) — RAT — Not subject to PPA requirements; no interest applied. Basis is date of invoice.
34.	The **DUE DATE** field will default based on the delivery date entered by the requisitioner on the linked purchase request line item. The field indicates the date the line item is scheduled to be delivered by the vendor. This field may be overridden.

STEP	ACTION
35.	The **ACCEPT** field defaults to 7' to indicate the number of days allowed for acceptance of the line item (i.e., the number of days required to fully receive, inspect and accept the items). Some items, such as computers delivered to a receiving dock and later delivered to the technical person for inspection, will require more than a 7 day acceptance period. The buyer must confirm or modify the default value based on standards or experience at Census. Note: An acceptance period differing from the standard must be negotiated with the vendor and indicated on the CD-404.
36.	The **STATUS** field is system generated and defaults to OPEN for line items on a new BPA Call. The system automatically updates the line item status to CANCEL if the purchase order is disapproved or to CLOSED if the BPA Call line item is liquidated or closed through an administrative modification.
37.	The **AS OF** field is system generated and indicates the date the line item s STATUS was last updated.
38.	In the **PART#** field, enter the manufacturer s part number for the line item (if applicable). This field does not print on the purchase order. Note: Optional if known, not required at this time.
39.	In the **STOCK#** field, enter the inventory stock number for the line item (if applicable). This field does not print on the purchase order. Note: Optional if known, not required at this time.
40.	In the **INVENTORY: QTY** field, enter the inventory quantity of the item being ordered (if applicable). The field is accessible only if a stock number for the item has been entered. This field does not print on the purchase order. Note: Optional if known, not required at this time.
41.	In the **INVENTORY: UNIT** field, enter the inventory unit (if applicable). This field does not print on the purchase order. Note: Optional if known, not required at this time.

STEP	ACTION
42.	In the **EMP#** field, enter the employee number of the person who is the recipient of this item (if applicable). This field does not print on the purchase order. Note: Optional if known, not required at this time.
43.	The **NAME** field is derived based upon the EMP # entered. This field does not print on the purchase order. Note: Optional if known, not required at this time.
44.	The **DESCR** field will default based on the description entered by the requisitioner on the linked purchase request line item. Double click on the field to access a text editor and confirm/modify the line item description. The field holds up to 9 pages of text. Click OK to save changes or CANCEL to ignore changes and return to FM041 p2. Text from applications such as Word, WordPerfect and E-Mail, can be cut and pasted into the Description field. To cut/copy a description, highlight the relevant section with the cursor and press Control-X / Control-C . To paste a description, place the cursor in the destination field and press Control-V . Refer to Getting Started section for a discussion of this functionality. Note: To cut/copy and paste effectively, the Caps Lock must be off. Note: This field does not have a spell check, thesaurus, or electronic editor.
45.	The **TRADE IN** check box will display a if a trade in is entered on the Trade In and Discounts screen (FM041p3). Otherwise, the check box will remain blank. Note: This check box is specific to each line item.

STEP	ACTION
46.	Double click on the **OTHER INFO** field to access the Other Line Item Information (FM041i) screen and view additional information about the purchase order. All fields in this pop-up screen will default based either on information entered by the requisitioner on the linked BPA Call request line item or on information associated with the buyer. The buyer should confirm/modify these fields as indicated below. a. The **DOCUMENT MATCHING** field defaults to Y indicating that the standard matching criteria associated with the line item **ITEM TYPE** will be required for this line item. The standard matching criteria should always be used unless special circumstances apply. b. The **HOLDBACK** field defaults to NONE indicating that the system should not calculate a holdback (retainage) during the payment process. If a holdback should be calculated by the system, click either the **DOLLARS** or **PERCENT** field and enter the corresponding value in the **AMOUNT** field. c. In the **PSC CODE** field, double click on the field to access a list of product service codes. Select the applicable product service code for the line item and then click OK . d. The **PAYMENT OFFICE** fields default based on information associated with the buyer. The primary purpose of the payment office information is to identify the name and address of the Finance Office responsible for processing the payment of the purchase order. The system, however, also prints the payment office name and address on the purchase order as the invoice address. The buyer should not modify the default payment office code for BPA Calls. Note: A purchase order should only indicate a single payment office code. Therefore, if the buyer modifies the default payment office code on one line item, the buyer must make the corresponding change to all line items. If a conflict exits, the system will choose the payment office code in line item #1.

STEP	ACTION
	e. In the **ASSET CATEGORY** field, enter the code that indicates the major asset category for the line item (if applicable). This field does not print on the purchase order. Note: Optional if known, not required for this item. f. In the **INDICATOR** field, enter the general category of the equipment and its use (if applicable). This field does not print on the purchase order. Note: Optional if known, not required for this item. g. In the **AIN** field, enter the asset identification number for the item (if applicable). This field does not print on the purchase order. Note: Optional if known, not required for this item. h. The **SUGGESTED DELIVERY DATE** field will default based on the delivery date entered by the requisitioner on the linked BPA Call request line item. The field indicates the date the line item is required to be delivered by the vendor. This field may be overridden. i. The **DELIVERY POC** fields will default based on the delivery point-of-contact information required by the requisitioner on the linked BPA Call request line item. Double click on the **DPOC NO** field to access a list of employees and confirm/modify the delivery point-of-contact information. Note: The employee identified as the delivery point-of-contact (**DPOC**) receives electronic notification via the system messaging function when the goods/services are recorded as received on the CFS Receiving Ticket Screen (PM030). Note: The name of the employee identified as the **DPOC** is printed on the CD-404 next to the Ship To address as the person the vendor should contact for delivery information.
FM041 p2 - Line Items Screen	

STEP	ACTION
47.	The **RI MTH** (Receipt/Invoice Method) field will default with a Q to indicate a quantity based transaction. Eventually, the system will allow further flexibility with this field. For now, leave the Q as the default.
48.	The **RI ACT** field will default with an N until either electronic receipt or invoice has been both recorded and approved. Once this occurs, the system will automatically update this field with a Y . Note: This update will occur prior to payment.
49.	The **QUANTITY** field will default based on the quantity entered by the requisitioner on the linked requisition line item. The buyer can reduce the quantity, if necessary, but the system will not allow the quantity to be increased (at this time. This issue will be corrected.)
50.	The **UNIT** field will default based on the unit of measure information entered by the requisitioner on the linked purchase request line item. Double click on the field to access a list-of-values for the field and confirm/modify the default code. Click OK to save changes or CANCEL to ignore changes. Note: At implementation, the buyer can change the unit of measure only if the change does not require the quantity to be increased.
51.	The **ORIGINAL UNIT PRICE** field, indicates the unit price for the line item. If there has been no discount entered, then the **ORIGINAL UNIT PRICE** will equal the **UNIT PRICE** amount. To enter a Trade-In/Discount, see procedures Section 11.10 - Entering Trade-In and Discount Information
52.	The **UNIT PRICE** field will default based on the unit price information entered by the requisitioner on the linked purchase request line item. The buyer may modify the unit price; however, the new amount may not exceed the system established tolerances.
53.	The **ITEM TOTAL** field is system generated and displays the extended amount of the line item.

STEP	ACTION
54.	Double click on the ACCS field to access the Line Item Account Distribution (FM041b) screen and view the accounting information for the line item. All fields in this pop-up screen will default based on the information entered by the requisitioner on the purchase request line item. The buyer should confirm/modify these fields as indicated below. a. The purchase order **MDL** field is system generated and identifies the Multiple Distribution Line (MDL) number. Multiple Distribution Lines are used to allocate funding for each line item across one or more projects, organizations, etc. One MDL contains one ACCS code and associated information. Up to 99 multiple ACCS may be used. b. The purchase order **%** field will default based on the MDL % entered by the requisitioner on the linked purchase request line item. The % field identifies the percentage of the line item to be distributed to a single accounting classification code structure (ACCS). In general, buyers should not modify this field. c. The purchase order **QTY** field will default based on the quantity entered by the requisitioner on the linked BPA Call request line item. The quantity fields indicates the quantity of the line item to be distributed to a single ACCS. In general, buyers should not modify this field. d. The purchase order **$** field is system generated and displays the extended (i.e., total) amount distributed to a single ACCS.

STEP	ACTION
	e. The ACCS field will default based on the ACCS entered by the requisitioner on the linked purchase request line item. The ACCS identifies the funding that will be charged for the MDL amount. Double click on the field to view the entire ACCS. The ACCS includes the following codes: **BUREAU, PROJECT, TASK, FUND, PROGRAM, ORGANIZATION, OBJECT CLASS** and a **USER DEFINED** field. <u>In general, buyers should not modify the ACCS fields without proper documentation such as modifying incorrect object class codes if finance personnel indicate the correct codes during the requisition approval process.</u> (i) Use the default **BUR** (bureau) and **PROJECT/TASK** codes if the values are correct. Otherwise, highlight the field and enter the correct project codes or double click in the field for the list of values. (ii) The **FUND** code field value will default based on the project. If the **BUR** or **PROJECT/TASK** codes have been changed, then the subsequent fields will be blank. Highlight the field and enter the correct fund code or double click in the field for the list of values. (iii) The **PROGRAM** field value will default based on the project. If any of the previous fields have been changed, then the subsequent fields will be blank. Highlight the field and enter the correct program code or double click in the field for the list of values. (iv) Use the default **ORGANIZATION** code if the value is correct. Otherwise, highlight the field and enter the correct organization. If any of the previous fields have been changed, then the subsequent fields will be blank. Highlight the field and enter the correct organization code or double click in the field for the list of values. (v) Double click on the first box of the **OBJECT CLASS** field. Select a code and click on the OK button.
	f. In the **USER DEFINED** field, input the employee number of the contracting officer. This individual will then have the document routed to them for approval.

STEP	ACTION
	g. The # field is system generated and displays the document number and amendment number of the linked BPA Call request line item. h. The **TYPE** field is system generated and displays the document type of the linked BPA Call request line item. i. The **ITEM** field is system generated and displays the item type of the linked BPA Call request line item. j. The **MDL** field is system generated and displays the MDL number of the linked BPA Call request line item. k. The **ACCEPTANCE EMP** field will default based on the acceptance employee entered by the requisitioner on the linked BPA Call request line item. Double click on the field to view a list of employees and confirm/modify the designated individual. Note: The individual identified as the acceptance employee on FM041 is the only person who will be able to accept/reject the goods or service. l. The **RECEIVING OFFICE** field will default based on the receiving office code entered by the requisitioner on the linked purchase request line item. See procedures Section 15.5 - Entering a BPA Call (Not Linked to a Purchase Request) Step 52, sub-step k for more information on how to create private ship-to-addresses and how to select a public ship-to-address. The receiving office code identifies the name and address of the office assigned to receive the goods/service and prints on the CD-404 in the Ship To block. m. Repeat Steps a - l for each MDL associated with the linked purchase request line item.
FM041 p2 - Line Items Screen	
55.	Repeat Steps 31 - 54 for each line item associated with the linked BPA Call request document.
56.	Once all of the information on FM041 p2 is complete, click the PREV button to return to FM041 p1.

STEP	ACTION
57.	The **ESTIMATED CONTRACT LIFE $** will default based on the **NOT TO EXCEED** amount entered on the BPA Master. This field is non-enterable. Note: The value in the **ESTIMATED CONTRACT LIFE $** field determines whether the SF-281 or CD-409 reporting is required.
58.	Reference procedures Section 11.5 - Entering a Purchase Order (not Based on a Purchase Request or RFQ) Step 54 for details on using the Document Review Routing feature.
59.	Once the document review routing process has been completed or halted, click the **APPROVED** field to indicate that the document is complete and that the reporting/approval process can begin. The system will display the applicable reporting screen. See procedures Section 11.11 - Completing the SF-281 Report or 11.12 - Completing the CD-409 Report to complete the reporting information.